Information Technology Advisory Board
February 25, 1998
MEETING MINUTES

ATTENDEES:

Betty Rottmann, Chairman
Mike Benzen
Joyce Backes
Jon Beck
Matt Blotevogel
Carolyn Cook
Lew Davison
Sam Foursha
Tom Frahm
Jan Grecian
Carol Hardy
Mike Hearst
Gina Hodge
Lisa Johnson
Carol Knight
Laura Mertens
Rick Moore
Scott Peters
Rich Pierce
Paul Peterson
Rex Peterson
Cathy Rinkemeyer
Jim Roggero
Cindi Rutherford
Dave Schroeder
Dave Schulte
Jim Schutt
Larry Seneker
Don Slinkard
Tom Stokes
Ron Thomas
Gloria Thompson
Bruce Vieweg
Tony Wening
Chris Wilkerson
Rise' Williamson
Mary Willingham

OPENING REMARKS:

Betty Rottmann, Chairman, called the ITAB meeting to order at 8:30 a.m. on February 25, 1998 in the Interpretive Center of the Secretary of State's Office. She mentioned several revisions to the agenda and asked if anyone had any others.

APPROVAL OF MINUTES

1. Approval of the January 20, 1998, Information Technology Advisory Board Meeting Minutes

   Betty asked for additions, deletions or corrections to the January 20, 1998 ITAB meeting minutes. Motion was made to approve the minutes and seconded. Minutes were approved.

ACTION REQUIRED: None

<u>GENERAL BUSINESS</u>

1. CIO Update (Mike Benzen)

    a. Mike discussed House Bill 1095, public availability of electronic information. Several members of the group were already familiar with the bill.

    b. Mike also mentioned the MACCS project is going well.

    c. Mike also indicated that OIT was meeting with Federal agency representatives to be sure we have all interfaces covered for Year 2000. He stated that if any agency is contacted in reference to federal interfaces to cooperate with the contact and inform OIT.

        ACTION REQUIRED: None

2. SAM II Update (Jim Schutt)

    Jim Schutt provided the requested technical architecture document to Betty Rottmann and also indicated that it is available on the State website under SAM II. If anyone needs a copy please contact Betty Rottmann or Carol Knight. Jim also provided the following target dates for implementation.

    January 1999 - System up in O.A. - should be no agency impact

    July 1999 - GUI on-line available.

    Jim indicated that it is important for the IT Directors to work with their committee members on any SAM II issues. He said that all questions or issues raised would be documented and the issue list is available upon request.

    ACTION REQUIRED: Copy of technical specifications available by contacting Betty Rottmann.

3. ARCHITECTURAL STANDARDS (Chris Wilkerson)

    Chris has a meeting with IBM on the use of blueprint framework as a starting point or baseline for the architecture committee. META Group also has a enterprise architecture group and will help develop additional information for Chris.

    ACTION REQUIRED: Will have additional information after the above meeting.

4. Year 2000 (Dave Schroeder)

    Dave gave an update on Year 2000 status and mentioned that everyone needs to get the information he has requested to him as soon as possible. Will be a meeting on March 11.

    ACTION REQUIRED: Agencies to provide monthly status reports to OIT.

5. Data Center Consolidation (Gerry Wethington)

Gerry was unable to attend. Dave Schroeder indicated they still had several steps such as naming conventions, standards, etc. to finalize before they were complete. They are working to minimize the impact of changes.

ACTION REQUIRED: None - informational.

6. Prime Vendor (Larry Seneker)

Had a meeting on February 24. Reported that returns/turn around due to problems with purchase orders has improved. Also stated Unisys has been told their PCs must still meet our specifications.

Microsoft office/home use policy has changed.

ACTION REQUIRED: None - informational.

7. Project Management

Team of Rick Moore, Gerry Wethington, Tom Stokes, Mark Reading, and Betty Rottmann has been formed. They will be meeting to develop project objectives and a project plan.

ACTION REQUIRED: Committee will set up a meeting. Jim Schutt volunteered to serve on committee and will be added.

8. Internet/MOREnet (Tony Wening)

Backbone up and operational. The routers in the Truman Building had a gliche that was reported to CISCO. Impact was negligible. Public Library Project on going.

ACTION REQUIRED: None - informational.

9. Internet Support and Services Update (Debbie Wells)

Provided an update on video conferencing and handed out February newsletter. There will be a planning meeting at a later date. Contact Gwen Fletcher if you want to attend. Also stated new server has improved response time. They are looking at ways to reduce costs as more agencies connect.

ACTION REQUIRED: None - informational.

10. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Deadline for purchase orders is March 13. Also talked about a statewide license for Lotus.

The eight agencies currently using Lotus may want to discuss the possibility.

ACTION REQUIRED: None - informational.

11. Network Consolidation Study (Mike Benzen)

Department of Social Services, Office of State Courts, Highway Patrol network sharing will be completed in March. Next stage is to see what other agencies wants to participate in network consolidation.

ACTION REQUIRED: None - informational.

12. Personnel Committee (Joyce Backes)

Career fairs continuing. Getting interns lined up for summer and fall semesters. If you are interested contact Jim Simmons. CIT position in use. Other classification work in progress.

Betty Rottmann mentioned DESE and CMSU's effort to interest high school students in Information

Technology. There will be a summer Technology Institute developed with CMSU for high school sophmores/juniors in the Jackson/Johnson County/Columbia/Jefferson City/Lake areas. They will visit several organizations to see Information Technology at work. Teachers and other universities will be invited to attend. This will be a pilot for other universities throughout the State.

Joyce spoke about the Fast Track program at Social Services with 10 of the 11 students still in the project and doing well.

Also spoke about a spring public information fair, the Jefferson City Coalition, IT brochures, speakers bureau, and sponsoring of scout explorer post. A video was presented by Jan Grecian targeting Junior and Senior high school students. It will be used by speakers at area high schools.

ACTION REQUIRED: None

13. Network Addressing (Larry Seneker/Mike Hearst)

Presentation by Mike Hearst, State Data Center, on network addressing strategy. Gave a brief overview of past history of how LAN got started. Wants ITAB group to vote to accept a strategy. Worked with a consultant from Department of Transportation. Presentation done by State Data Center. Others from various agencies also participated. Data Center will keep registry then give back to OIT. Lew Davison moved to approve strategy, however, some members wanted time to review information. Will be added to March meeting for a vote.

ACTION REQUIRED: Will add to Agenda for March with target for a decision.

14. Digital Media Development Group - (Larry Seneker)

Want some semblence of order to Web pages. There are some addressing concerns.

ACTION REQUIRED: None

15. Digital Signature (Jan Grecian)

Jan Grecian presented a video on digital signatures and spoke about the current hearings. Our legislation patterned off the Utah legislation.

ACTION REQUIRED: None

16. Information Technology Education Advisory Committee (ITEAC)

Jim Roggero presented the proposal for a new education center to the ITAB. Went over the necessary items needed to start a center. Discussed options and left the proposal on the table to have ITAB review.

Considerations:

1. Near Term consideration

2. O.A. no longer an option after June 30, 1998

3. Ability to train IT staff inside and outside of organization.

4. Vision of Training for Information Technology staff

    Looked at 1995 as a benchmark for the financial approach.

ACTION REQUIRED: ITAB will review and discuss at next meeting.

REVIEW OF ACTION ITEMS

Nothing to report.

OTHER DISCUSSION:

None.